

Paper # 14

COMPUTER
Part-A (Theory)

(HAS)

Time Allowed: 1 Hour 30 Minutes

Max Marks: 50

Note: Attempt any five questions.

- I. What is eGovernance? Define how to implement it in a Government office and list out its benefits to different stakeholders. Explain some of the successful eGovernance initiatives of the Himachal Pradesh Government. 10
- II. A. Expand any 5 Abbreviations: 5
- | | |
|----------|---------|
| a. ASCII | d. HTML |
| b. CPU | e. RAID |
| c. GUI | f. USB |
- B. Fill in any five of the following blanks: 5
- A kilobyte is equal to _____ bytes.
 - Machine language is a _____ level language.
 - Monitors and printers are _____ devices.
 - Charles Babbage invented _____.
 - The volatile part of internal memory is called _____.
 - The term VLSI is used for _____.
- III. What is Local Area Network? How is it different from Wide Area Network? Explain Network Topology with a diagram. 10
- IV. Write short notes on any four of the following: 10
- | | |
|----------------------------|---------------------|
| a. Data Mining | c. Virtual Computer |
| b. Storage Devices | d. eSalary |
| e. State Wide Area Network | e. LokMItra Kendra |
- V. Draw a block diagram of a computer. Write down the input and output devices. What kind of computers are available in the market? Explain functions of various computer components. 10
- VI. What is the role of database in an MIS system? Define Entity and Record. Name some of the popular databases currently in use. 10

Paper # 14

COMPUTER
Part-B (Practical)

(HAS)

Time Allowed: 1 Hour 30 Minutes

Max Marks: 50

Note: Attempt any five questions. Use of Multiple Windows is allowed. In case of any problem with Internet connectivity, you may write-down the steps on your answer Sheets.

- I. Using MS Word, demonstrate the following tasks: 10
- Type two paragraphs in Arial Font Size 12
 - Find and replace some text available in the typed text
 - Increase line spacing of paragraphs to 1.5
 - Insert a numbered list
 - Insert a 2x5 Table
- II. Using MS Excel, carry out the following operations: 10
- Insert some data into the cells A1 to B5. (A column cells may have text and B column cells will have numeric figures)
 - Change width of A column to fit the text written in cells A1 to A5
 - Using formula, total the sum of values in B1 to B5 in cell B6
 - In cells, C1 to C5, calculate % values of cells B1 to B5 with respect to the total arrived in Cell B6
 - Make the column C as bold.
- III. Prepare a presentation in MS Power Point, with 10 slides, highlighting the various features of the Information Technology Act 2008 (Amended). The images and text may be searched using Internet for the PPT. 10
- IV. Demonstrate the following on the Computer (Windows platform): 10
- i. Create a new folder "PDFfiles".
 - ii. Make it share-able or accessible from other computers.
 - iii. Search for files having PDF extension in C: Drive of your computer.
 - iv. Add a new Printer.
 - v. Make this printer the default printer.
- V. Using your Email account, compose an Email using text editing features available. Attach a MS Word document file to this Email and send it to your Email account. 10
- VI. Access the following websites and write their website addresses: 10
- i. Website having Civil List of IAS/ HAS officers of Himachal Pradesh
 - ii. Website having Daily Cause list of HP High Court
 - iii. Website having details of all Supreme Court of India judgments
 - iv. Ministry of Finance, Government of India website
 - v. State Service Delivery Gateway website of Himachal Pradesh

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